

2<sup>nd</sup> semester PRB-LBW-LBW potential – Please bring this letter with you if you have questions.

November 2016

Dear Student,

Unfortunately, you have been on probation for two consecutive semesters. **Due to this you have lost your enrollment priority and will not be able to use your Spring 2017 enrollment appointment. Be aware that beginning Fall 2016 being on Probation for two consecutive semesters also causes you to lose your fee waiver (BOGFW) eligibility.**

1. If you are enrolled for Fall 2016, we wish you success, however, you will see that you have a “PRB” hold for your Spring enrollment. This means you have lost the ability to use your Spring 2017 enrollment appointment. You may see an assigned enrollment appointment in the “Student Center” but you will not be able to use it. This PRB hold will be automatically lifted so that you will be able to enroll during “open” enrollment which begins the week before classes begin.
2. If you applied for and were awarded a BOGFW fee waiver, you will have a LBW hold which means you are not eligible to use your BOGFW fee waiver. If your fee waiver determination is in progress, you will not be able to use it if it is awarded. You must pay your own enrollment fees by the required deadline because you cannot use the BOGFW fee waiver.
3. The number of units into which you can enroll will be limited. Your unit maximum will continue to be limited based on your last gpa and/or completion rate.
4. If your situation meets the criteria to appeal your loss of enrollment priority and/or your fee waiver eligibility, you may submit an “ENROLLMENT PRIORITY AND BOGFW APPEAL PETITION”. Go to the Success Matters website for more information about policies on academic probation and the appeal form. [www.cerritos.edu/successmatters](http://www.cerritos.edu/successmatters). Read the criteria on the petition carefully as these are the only reasons that will be considered. Documentation supporting your appeal must be attached. If your enrollment loss appeal is denied or you do not appeal, you may enroll during “open” enrollment which begins approximately one week before the start of the semester. If your appeal is approved, you may enroll on or after the appointment which appears in the “student center” link in the portal.

Counseling will offer a Success Workshop on Thursday, November 17, 5:00 – 7:00 p.m., to further explain these required state mandated practices and policies regarding Probation and Dismissal as well as ways you can work your way back into “good” academic standing. We recommend you attend, however attendance cannot change the probation policies and practices, or the loss of your enrollment appointment and/or BOGFW fee waiver. If you attend, plan to stay for the entire workshop. A counselor will also be available to discuss your next term’s classes. To sign up for the Success Workshop call (562) 860-2451 ext. 2231 or sign up via the Counseling website [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling). Other resources to help in your academic success are available at the Student Success Center <http://cms.cerritos.edu/sc/> , and the iFalcon website <http://cms.cerritos.edu/ifalcon/> .

We wish you success in your future endeavors.

Sincerely,

Renee De Long, Ed.D.  
Dean of Counseling Services